



Getting it to your students:

(1) Once you've finished the test, you have three options to give people access to your quiz.

a) You can click on the **Email this form** at the top of the screen, then fill out a list of recipients in the box provided.

b) You can click on **More Actions**, then choose **Embed** from the pop-up. You can then copy this code and put in on a webpage or a wiki page.

c) Finally, you have a link to the published form on the bottom of the page. You can make it more manageable at tinyurl.com and write it on the board.

(2) After students take the quiz, go back to [Google Docs](https://docs.google.com). You should see your quiz as one of your saved documents. Click on it and you'll find all responses in a spreadsheet. The date and time of each response is stamped in column *A* (so you can have deadlines if you want them, and students can't fake it), names in column *B*, etc. and all of your questions in subsequent columns.

(Once the deadline passes, if you don't want to accept late submissions, you can click on *More actions* and select *Stop accepting responses*.)